

ORDER FOR SUPPLIES OR SERVICES							PAGE OF PAGES		
							1	52	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.									
1. DATE OF ORDER 01/31/2020		2. CONTRACT NO. (If any) 68HERH19D0031			6. SHIP TO:				
3. ORDER NO. 68HERH20F0134		4. REQUISITION/REFERENCE NO. PR-OAR-19-00916		a. NAME OF CONSIGNEE OAR/OAP/CCD					
5. ISSUING OFFICE (Address correspondence to) HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD			c. CITY Washington		
							d. STATE DC		e. ZIP CODE 20460
7. TO: Richard Democker				f. SHIP VIA					
a. NAME OF CONTRACTOR SCIENCE APPLICATIONS INTERNATIONAL CORPORATION				8. TYPE OF ORDER					
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.			<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
c. STREET ADDRESS 12010 Sunset Hills Rd									
d. CITY Reston		e. STATE VA		f. ZIP CODE 201905856					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HQAD					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT		
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB									
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination							
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 078883327 TOCOR: Jennifer Bohman Max Expire Date: 06/30/2025 Invoice Approver: Jennifer Bohman Alt Invoice App: Kong Chiu Continued ...								
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$22,501,691.15		
	21. MAIL INVOICE TO:								
	a. NAME		RTP Finance Center				\$22,501,691.15		
	b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
	c. CITY		d. STATE		e. ZIP CODE				
Durham		NC		27711					
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME (Typed) Tanya Latson TITLE: CONTRACTING/ORDERING OFFICER				

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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DATE OF ORDER 01/31/2020	CONTRACT NO. 68HERH19D0031	ORDER NO. 68HERH20F0134
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0013S	Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 01/31/2020 to 01/30/2021					
	Base Period - Greenhouse Gas Data Systems and Help Desk Support - Time and Material Period of Performance January 31, 2020 - January 30, 2021				(b)(4)	
	Delivery: 01/30/2021 Accounting Info: 19-20-B-58F7-000A46XQ3-2505-LGGD0000-1 958FC9042-001 BFY: 19 EFY: 20 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 Job #: LGGD0000 DCN - Line ID: 1958FC9042-001 Funding Flag: Partial Funded: (b)(4) Accounting Info: 19-20-B-58F7-000A46XQ3-2505-LGGDSC00-1 958FC9042-002 BFY: 19 EFY: 20 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 Job #: LGGDSC00 DCN - Line ID: 1958FC9042-002 Funding Flag: Partial Funded: (b)(4) Accounting Info: 19-20-B-58F7-000A46XQ3-2505-1958FC9042 -003 BFY: 19 EFY: 20 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1958FC9042-003 Funding Flag: Partial Funded: (b)(4) Accounting Info: 19-20-B-58F7-000A46XQ3-2505-1958FC9042 -004 BFY: 19 EFY: 20 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1958FC9042-004 Continued ...					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

(b)(4)

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DATE OF ORDER 01/31/2020	CONTRACT NO. 68HERH19D0031	ORDER NO. 68HERH20F0134
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funding Flag: Partial Funded: (b)(4) Accounting Info: 20-21-B-58F7-000A46XQ3-2505-1958FC9042 -005 BFY: 20 EFY: 21 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1958FC9042-005 Funding Flag: Partial Funded: (b)(4) Accounting Info: 20-21-B-58F7-000A46XQ3-2505-LGGDSC00-1 958FC9042-006 BFY: 20 EFY: 21 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 Job #: LGGDSC00 DCN - Line ID: 1958FC9042-006 Funding Flag: Partial Funded: (b)(4) Accounting Info: 20-21-B-58F7-000A46XQ3-2505-LGGD0000-1 958FC9042-007 BFY: 20 EFY: 21 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 Job #: LGGD0000 DCN - Line ID: 1958FC9042-007 Funding Flag: Partial Funded: (b)(4)					
0013SO	Base Period - Greenhouse Gas Data Systems and Help Desk Support - ODC Period of Performance January 31, 2020 - January 30, 2021 Delivery: 01/30/2021 Accounting Info: 20-21-B-58F7-000A46XQ3-2505-LGGD0000-1 958FC9042-007 BFY: 20 EFY: 21 Fund: B Budget Org: 58F7 Program (PRC): 000A46XQ3 Budget (BOC): 2505 Job #: LGGD0000 DCN - Line ID: 1958FC9042-007 Funding Flag: Complete Funded: (b)(4)				(b)(5)	
0023S	Option Period 1 - Greenhouse Gas Data Systems and Help Desk Support - Time and Material Continued ...				(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					(b)(4)	

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DATE OF ORDER 01/31/2020	CONTRACT NO. 68HERH19D0031	ORDER NO. 68HERH20F0134
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0023SO	Period of Performance January 31, 2021 - January 30, 2022 (Option Line Item) 01/31/2021 Delivery: 01/30/2022 Option Period 1 - Greenhouse Gas Data Systems and Help Desk Support - ODC Period of Performance January 31, 2021 - January 30, 2022 (Option Line Item) 01/31/2021 Delivery: 01/30/2022				(b)(4)	
0033S	Option Period 2 - Greenhouse Gas Data Systems and Help Desk Support - Time and Material Period of Performance January 31, 2021 - January 30, 2022 (Option Line Item) 01/31/2022 Delivery: 01/30/2023				(b)(4)	
0033SO	Option Period 2 - Greenhouse Gas Data Systems and Help Desk Support - ODC Period of Performance January 31, 2022 - January 30, 2023 (Option Line Item) 01/31/2022 Delivery: 01/30/2023				(b)(4)	
0043S	Option Period 3 - Greenhouse Gas Data Systems and Help Desk Support - Time and Material Period of Performance January 31, 2023 - January 30, 2024 (Option Line Item) 01/31/2023 Delivery: 01/30/2024 Continued ...				(b)(4)	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

(b)(4)

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/31/2020	68HERH19D0031	68HERH20F0134

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0043SO	Option Period 3 - Greenhouse Gas Data Systems and Help Desk Support - ODC Period of Performance January 31, 2023 - January 30, 2024 (Option Line Item) 01/31/2023 Delivery: 01/30/2024				(b)(4)	
0053S	Option Period 4 - Greenhouse Gas Data Systems and Help Desk Support - Time and Material Period of Performance January 31, 2024 - January 30, 2025 (Option Line Item) 01/31/2024 Delivery: 01/30/2025				(b)(4)	
0053SO	Option Period 4 - Greenhouse Gas Data Systems and Help Desk Support - ODC Period of Performance January 31, 2024 - January 30, 2025 (Option Line Item) 01/31/2024 Delivery: 01/30/2025 The Contractor hereby acknowledges and accepts this order by signing and dating below: _____ Print Name and Title _____ Signature and Date The obligated amount of award: \$3,198,702.00. The total for this award is shown in box 17(i).				(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					(b)(4)	

The purpose of this Task Order is to implement the Greenhouse Gas Data Systems and Help Desk in support of EPA Technical and Outreach Support Services for Greenhouse Gas Program. Accordingly, this task order is issued in accordance with Attachment 1, Placing Task Orders, of the contract, and against the following requirements of the contract-level Performance Work Statement (PWS):

Contract PWS Section	Requirement
4B	Data and Analysis
2E	Development of Data Systems and Information Technology
4F	Operation and Maintenance of Data Systems and Information Technology

This Task Order contains severable services. Therefore, CLINs issued under the Task Order for Mixed Financials and Administrative Systems can be incrementally funded at the time of CLIN issuance in accordance with Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION and Local Clause EPA-B-32-104 CONSIDERATION AND PAYMENT. If incremental funding is provided, it will be obligated to cover full months of performance.

I. TASK ORDER REQUIREMENTS

1. PERFORMANCE WORK STATEMENT

I. Introduction

The Climate Change Division (CCD) in the U.S. EPA's Office of Air and Radiation works to assess and address global climate change and the associated risks to human health and the environment. CCD plays a key role in United States and international efforts to address climate change by:

- Implementing successful voluntary programs to reduce non-carbon dioxide (CO₂) emissions;
- Inventorying CO₂ and non-CO₂ greenhouse gas (GHG) emissions and analyzing economically efficient reduction, sequestration, and adaptation options;
- Communicating climate analyses and strategies to policy-makers, climate experts and U.S. climate negotiators;
- Building effective international capacity to analyze and reduce GHG emissions and associated air pollution; and
- Educating the public on climate change.

This Statement of Work (SOW) supports EPA in implementing a variety of activities that are required to fulfill the mission of CCD.

II. Background and Challenges

The Climate Change Division implements the Greenhouse Gas Reporting Program (GHGRP, 40 CFR Part 98). The Program requires the reporting of facility-level and corporate level GHG data across all sectors of the economy. Data and related submissions under the GHGRP must be sent to EPA electronically through EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT). This task order supports implementation of the GHGRP through the continued development, operations and maintenance of e-GGRT and related systems, including the Integrated Verification Program (iVP) and the Facility Level Information on Greenhouse Gas (FLIGHT) Tool.

electronic Greenhouse Gas Reporting Tool (e-GGRT)

There are approximately 8,000 facilities that report or will report to EPA via e-GGRT and there are more than 10,000 e-GGRT account holders. The e-GGRT system includes hundreds of web pages and forms across dozens of source categories. The web forms guide facilities through the reporting process and are central to the function and user-friendliness of the tool. They operate similar to the "interview" format of commercial tax software. Some reporting in e-GGRT is performed through completion of worksheets in lieu of webforms. These client-hosted (MS Office) reporting forms are completed by the facility and uploaded into e-GGRT via a web-form interface. Facilities may, at their discretion, also upload data directly into e-GGRT via XML (extensible markup language). All data in a facility's XML file must comply with the most current version of the e-GGRT XML reporting schema.

There are over 5,000 different data elements handled by the system, with multiple layers of conditional hierarchy as specified by each subpart under 40 CFR Part 98. There are specific data validation rules associated with most fields in the database, and missing or improper data generates validation warnings for the reporter either on the same screen or on a validation report. Some, but not all data collected through e-GGRT is considered to be Confidential Business Information or CBI, and must be handled appropriately, requiring special security and access precautions in accordance with the EPA's GHGRP CBI policy. In addition, e-GGRT complies with the Cross-Media Electronic Reporting Regulation (CROMERR)¹ that applies to electronic submissions of environmental data. The e-GGRT system is integrated with the Agency's Central Data Exchange (CDX) through web services to fulfill certain CROMERR requirements.

integrated Verification Program (iVP)

Once data is submitted to EPA, the primary tool for verification is an integrated verification software tool referred to as the integrated verification program (iVP). This tool verifies all of the data against verification checks and returns a set of results. EPA reviews and updates these checks annually. Once iVP applies these checks to submitted data, iVP presents these results as flags in the e-GGRT application. These flags can be automatically linked to electronic correspondence within the e-GGRT's "Correspondence Tool". EPA uses the Correspondence Tool to communicate with facilities regarding verification issues or other matters in a CBI-secure environment. During verification, EPA uses Amazon S3 to access and analyze non-CBI data in the e-GGRT data system.

¹ EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA's regulatory programs. <https://www.epa.gov/cromerr>

EPA also continues to rely on a small set of management reports generated through Spago, a business intelligence tool.

Facility Level Information on Greenhouse Gas Tool (FLIGHT)

EPA publishes GHG data using its Facility Level Information on Greenhouse Gas Tool (FLIGHT). FLIGHT allows the public to review information quickly and easily by filtering GHG data in a variety of ways including by facility, industry, location, or gas. FLIGHT provides easy-to-use data visualizations, such as maps, charts, and lists. GHG data (excluding CBI) is periodically moved from e-GGRT into a publication data mart that supports FLIGHT. This same data mart supports publication of detailed, facility-specific data in EPA's EnviroFacts data portal.

GHGRP Help Desk

The GHGRP Help Desk provides one-stop support for the GHGRP community, including stakeholders subject to the Part 98 rule, users of e-GGRT, and consumers of GHGRP data. The Help Desk can be reached in a number of ways, including by a direct telephone line and email. The Help Desk uses a multi-tier ticketing and triage system to respond to queries from the GHGRP community. Average ticket volume during the annual reporting period (February and March) may be as high as 150+ inquiries per day. In addition to managing user inquiries, the help desk maintains a comprehensive help site with detailed instructions on all aspects of e-GGRT from user registration, facility registration, and source category specific reporting instructions. The Help site provides Frequently Asked Questions (FAQs), news, and help content for users.

In addition, to the Greenhouse Gas Reporting Program, this task order will also support other activities within the Climate Change Division. This task order will also support voluntary programs such as the Natural Gas STAR Methane Challenge Program and the Landfill Methane Outreach Program (LMOP) as they begin to utilize e-GGRT to support GHG data reporting from partner companies. Transparency is a key aspect of these voluntary programs, and partner progress will be tracked via the data contained in the reports from partner companies. This task order will also support development of the U.S. GHG Inventory data system.

Following are links to e-GGRT system, the e-GGRT help website, and FLIGHT:

<https://ghgreporting.epa.gov>

<https://ghgdata.epa.gov>

<https://www.ccdsupport.com/>

Note that the contractor will need to access Confidential Business Information (CBI) in order to perform many of the tasks described in this Statement of Work. In order to access CBI under the Greenhouse Gas Reporting Program, the contractor will need to follow the procedures described in the Greenhouse Gas Reporting Program CBI Policy.

III. Tasks

The Contractor shall perform the following tasks:

Task 1: Project Management

Under this task, the Contractor shall provide project management and shall submit a Monthly Status Report to EPA's Contracting Officer's Representative (COR) and Contracting Officer (CO). The Contractor retains primary responsibility for project management and is expected to notify the EPA immediately if there is any reason the project begins to fall behind schedule or encounters unanticipated obstacles.

Specific tasks include, but are not limited, to the following:

1. Develop a work plan to address the tasks outlined in the statement of work;
2. Create and update a project schedule with intermediary deliverables and critical milestones;
3. Prepare agendas and lead regular status meetings to inform EPA of progress on tasks, upcoming decision points, and potential obstacles to the timely completion of tasks;
4. Provide regular performance reports/metrics on key areas such as system availability, application defects, help desk inquiries, reporting and compliance rates, etc.;
5. Coordinate with EPA counterparts at Office of Atmospheric Programs, Office of Environmental Information, National Computing Center and others to implement web services, update staging and production server environments, troubleshoot unanticipated issues, and other tasks necessary to meet the project schedule;
6. Provide access for EPA personnel to any source code for any software tools developed or modified under this Task Order;
7. Maintain an EPA accessible project management environment that makes project-related documentation, including requirements statements, design documents, data rules, software releases, release notes, and change requests readily available;
8. Prepare, organize, catalog, and deliver system documentation, operating procedures, and historical materials regarding Greenhouse Gas Data systems;
9. Update, maintains and implements documents related to information security, such as Configuration Management Plans and Continuity Plans; and
10. Plan and coordinate with EPA and other entities to allow for an orderly transition of support work for Greenhouse Gas Data systems.

Task 2: e-GGRT Application Development and Maintenance

Under this task, the Contractor shall operate, maintain, design, develop, test, track issues, and improve data access for EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT).

2.1. Operations and Maintenance

The Contractor shall deploy and maintain e-GGRT in the development, staging and production environments including application, database and related services.

Specific tasks include, but are not limited, to the following:

1. Deploy and maintain the active Reporting Year versions of e-GGRT;
2. Deploy and maintain e-GGRT User Registration, Facility Registration, Correspondence Tool, Help Desk tools, and the EPA Reports area of the application;
3. Coordinate with NCC and other counterparts for hosting, application deployments, and database maintenance activities, including on-call support;
4. Maintain accounts needed to access NCC servers;
5. Maintain documentation of each e-GGRT build;
6. Provide environments to allow testing of the application by various stakeholders;
7. Maintain and further refine role-based access for e-GGRT users,
8. Implement application level controls as described in the e-GGRT System Security Plan; and
9. Notify EPA personnel immediately of unplanned outages or latency.

2.2. Design and Development

The Contractor shall design, develop, and deploy the e-GGRT system as well as prepare other e-GGRT enhancements for the upcoming reporting year.

Specific tasks include, but are not limited, to the following:

1. Prepare, launch and support the e-GGRT system for the upcoming reporting year;
2. Review final rule packages and rule requirements relevant to the reporting year, identify changes to annual GHG reports or related submissions, update reporting requirements, prepare design documents, implement form and schema changes, and update the CBI redaction scripts;
3. Research change requests, defect reports, help desk tickets and other records to identify e-GGRT deficiencies and propose new design solutions to resolve common reporting errors and better implement rule requirements;
4. Propose revisions and/or redesign of reporting forms, pages, and flows to reduce data entry burden, reduce data entry errors, or otherwise improve reporter experience;
5. Identify common verification issues that could be addressed through improvements to e-GGRT reporting form designs and propose improved designs or approaches;

6. Maintain a record of requested changes or improvements to the e-GGRT system, coordinate with EPA to identify priorities, develop plans/schedules to implement priority changes for the next reporting year;
7. Prepare draft and final XML schemas for Annual GHG Reports, documenting additions, deletions, conditional rules, and corrections;
8. Prepare draft and final XML schema for the Inputs Verifier Tool, documenting additions, deletions, conditional rules, and corrections;
9. Update XLS based reporting forms to accommodate rule changes and address priority issues;
10. Update the user and facility registration module to simplify registration, incorporate updates to the CDX web services, and accommodate additional registration scenarios, as needed;
11. As appropriate, and in consultation with the COR, consider opportunities to leverage EPA shared services (CDX, FRS, SRS, etc.) to meet programmatic needs and priorities;
12. Ensure that the e-GGRT system is 508 compliant per EPA policy and guidance, design and implement changes to bring any non-compliant areas into compliance;
13. Analyze current and proposed CBI protections and access procedures for vulnerabilities, implement improvements;
14. Develop, update, and maintain system requirements, design, and other materials so that all aspects of the system are well documented and reflect the current state of the application;
15. Research the current usage of the Data Reports Tab and identify improvements to simplify verification and improve functionality; and
16. Research and develop strategic plan to modernize e-GGRT and component systems, incorporating new technologies, process improvements or other methods to improve efficiency, and simplify process for incorporating revisions.

2.3. Data Validation Checks

The Contractor shall develop and maintain the data validation checks within the e-GGRT system for all active reporting years.

Specific tasks include, but are not limited, to the following:

1. Review changes to the XML reporting schema for the upcoming reporting year and recommend new or revised data validation checks in response to these changes;
2. Review checks within e-GGRT data validation module and iVP and identify opportunities to consolidate similar checks and reduce duplicative functions,

3. Identify opportunities to present possible data quality issues to reporters sooner so that the issues can be resolved, reducing the need for after-the-fact communication between EPA and the reporter;
4. Maintain a record of requested changes to data validation checks, coordinate with EPA to identify priorities, develop plans/schedules to implement priority changes for the next reporting year;
5. Update the data validation module, adding, deleting, and revising validation checks, stopper checks, and screen errors;
6. Review data validation process and present ideas to improve data verification interfaces and tools to improve efficiency and reduce overall burden of the system; and
7. Monitor check performance during the reporting season and communicate possible errors or issues to EPA.

2.4. Issue Tracking and Testing

The Contractor shall thoroughly test all revisions to the e-GGRT software prior to releasing any revisions to the production environment. The Contractor shall track defects, bugs, and other issues.

Specific tasks include, but are not limited, to the following:

1. Develop test plans, procedures and methods that mimic the full universe of e-GGRT data submissions, including web forms, XLS forms, and XML submissions;
2. Unit, integrated, and, load test e-GGRT release in staging and production;
3. Develop a comprehensive benchmark set of test facilities to support regression testing in all subparts;
4. Test releases for compliance with Section 508, flag non-compliant areas or issues for correction;
5. Troubleshoot issues reported by stakeholders, identify potential short-term workarounds, and fully document the scope of confirmed defects;
6. Maintain a system for tracking issues, defects, change requests, and their resolution;
7. Fully test each e-GGRT release to ensure new components function properly and do not compromise existing functionality; and
8. Ensure timely code releases without defects or errors.

2.5. Data Access

The Contractor shall develop reports, views, or other tools to provide access to e-GGRT data for review, analysis or other use.

Specific tasks include, but are not limited, to the following:

1. Add new/revised data elements to existing data access and analytic tools (e.g., the e-GGRT Reports Tab, Oracle views, Spago, and Amazon S3);
2. Update e-GGRT data dictionary, including xpathes and CBI determinations at the data element level;
3. Parse XML reports into a comprehensive data mart structure;
4. Assess existing data access processes and tools to identify business needs that are not well addressed;
5. Research and test analytic tools that could better address these business needs, possible solutions could include a mix of products across different areas of the program;
6. Develop and deploy analytic tools to test environments to assess if they address business needs;
7. Configure analytic tools to allow import and manipulation of external data to enable EPA to compare and analyze GHGRP data against external data,
8. Develop methods or protocols to easily crosswalk facilities or sets of data between e-GGRT and the outside data sets; and
9. Prepare custom queries and reports to access specific data points or sets of data.

Task 3: GHG Reporting Program Help Desk

Under this task, the Contractor shall operate the GHGRP Help Desk. The Contractor shall not undertake activities that are inherently governmental (e.g. making applicability determinations, developing regulatory interpretations, etc.). However, the Contractor shall track disposition of all 40 CFR Part 98 related inquiries submitted the GHGRP Help Desk.

Specific tasks include, but are not limited, to the following:

1. Provide live telephone help to customers;
2. Provide e-mail based help support;
3. Perform ticket triage;
4. Receive, review, process, and track paper-copy electronic signature agreements;
5. Review changes in Designated Representatives, Alternative Designated Representatives, and Agent appointments at facilities, coordinating with EPA as needed;

6. Maintain and update CBI access permissions as directed by EPA;
7. Maintain the help website with comprehensive registration and reporting instructions;
8. Identify help pages that will need to be updated for the upcoming reporting year, draft help content, and publish help content well in advance of the reporting season;
9. Draft help pages and content to support any “sandbox” testing periods related to changes to reporting forms and XML schema;
10. Update and maintain help content targeted to the XML community;
11. Identify areas of repeated help queries and develop instructional content to assist users, as appropriate;
12. Develop and maintain social media tools (i.e. RSS feed) that support EPA communication with stakeholders on 40 CFR Part 98, e-GGRT and FLIGHT issues;
13. Operate and maintain a multi-tier ticket tracking and management system that can be used by EPA staff and contractors to track and resolve queries;
14. Draft responses to inquiries for EPA review;
15. Develop and maintain an easily accessible knowledge base of FAQs, standard text and other information for Help Desk staff to use in assisting GHGRP community;
16. Develop and update Standard Operating Procedures for handling common help queries such as role changes at facility, withdrawal requests, facility merges or changes of ownership, etc.;
17. Track metrics such as number of tickets received, response time, issue type, and other relevant performance metrics; and
18. Develop report of GHGRP e-GGRT statistics, and Lessons Learned, improvements recommended, etc. after the end of the reporting period.

Task 4: GHG Data Verification

Task 4.1 Integrated Verification Program (iVP)

Under this task the contractor shall operate, maintain, and develop the Integrated Verification Program (iVP).

Specific tasks include, but are not limited, to the following:

1. Document requirements for the reporting year version of iVP, including revisions to existing checks, adding checks for new data elements added for the reporting year, removing checks as needed, and addressing any other changes to reporting forms or methods;

2. Review iVP process and provide suggestions for improving efficiency, either through use of new technologies, improvements to reporting forms, or process improvements;
3. Update and maintain the Verification and Validation (V&V) database, including revisions to streamline annual check review process;
4. Research, propose, and develop methods, procedures, tools and/or interfaces that would allow self-service of the iVP tool;
5. Expand the menu of options for iVP runs to include, for example, on-demand runs of particular years, subparts, check IDs, check types, and/or other relevant options;
6. Edit iVP and related systems to ensure that the auto generated CT messages are presented in plain language so that facilities can easily identify and resolve errors;
7. Conduct training for new software developments;
8. Develop and maintain a user manual for the current year's iVP and CT functions;
9. Operate iVP during the reporting cycle;
10. Maintain and troubleshoot iVP during the reporting cycle; and
11. Maintain iVP for previous reporting years.

Task 4.2 Correspondence Tracker

Under this task the contractor shall support the Correspondence Tracker component of the e-GGRT system.

Specific tasks include, but are not limited, to the following:

1. Support individual mailings on verification, compliance, or other issues, including identification or recipients, modifications to email templates, etc.;
2. Track statistics on individual mailings and provide updates as needed;
3. Further develop the mail and correspondence tools to better organize historical content, display verification trend and statistics; and
4. Add tools or interfaces that would allow EPA to target recipients, categorize and track correspondence actions, edit message templates, etc.

4.3. Issue Tracking and Testing

Under this task, the Contractor shall thoroughly test all revisions to the iVP software prior to releasing any revisions to the production environment. The Contractor shall track defects, bugs, and other issues.

Specific tasks include, but are not limited, to the following:

1. Test all existing, new, and revised checks ensuring that all checks produce expected results, revise and correct checks as needed based;
2. Troubleshoot issues reported by stakeholders, identify potential short-term workarounds, and fully document the scope of confirmed defects;
3. Develop a comprehensive benchmark set of test facilities to support regression testing in all subparts;
4. Maintain a system for tracking issues, defects, change requests, and their resolution;
5. Fully test each iVP release to ensure new components function properly and do not compromise existing functionality; and
6. Ensure timely code releases without defects or errors.

Task 5: GHG Data Publication

Under this task, the Contractor shall develop, maintain and operate the Facility Level Information on GreenHouse Gases Tool (FLIGHT) and support EPA in the publication, dissemination and exchange of GHG data related to Part 98.

5.1: GHG Data Preparation

The Contractor shall periodically extract all necessary data from the e-GGRT master data store to populate the data mart that supports publication for FLIGHT and Envirofacts.

Specific tasks include, but are not limited, to the following:

1. Design and maintain the publication data mart for all reporting years;
2. Review files and redact CBI (Confidential Business Information) data, update redaction scripts to accommodate new reporting requirements and changes in reporting methods;
3. Periodically add additional data elements to the publication data mart supplied by EPA or pulled directly from non-eGGRT sources (FRS, facility verification status, etc.);
4. Extract and transfer data from the e-GGRT master data store, and other sources, to the publication data mart, including periodic refreshes. These refreshes should occur on or before the following dates, and any additional times identified by EPA:
 - In early April, an extract process should begin and proceed such that all data could be viewed through FLIGHT's staging environment (to support verification);
 - In mid-July, an extract process should begin and proceed such that all data could be viewed through FLIGHT's staging environment (to support verification).

- In August, an extract process should begin and proceed such that all data could be viewed through FLIGHT's staging environment (to be made publicly available in late September to early October).
- 5. Support service-oriented publication of detailed GHGRP data via the Agency's Envirofacts website;
- 6. Generate and catalog metadata (i.e. to support data.gov); and
- 7. Produce files of GHG data for external audiences.

5.2: FLIGHT User Interface

The Contractor shall develop and maintain the code base used for the user interface of FLIGHT and publicly release updated versions of the user interface periodically throughout the year per direction from EPA.

Specific tasks include, but are not limited, to the following:

1. Track change requests and defects;
2. Propose a list of existing change requests to be included in the next FLIGHT deployment for discussion with EPA;
3. Produce a final list of change requests to be included in the next FLIGHT deployment after discussion with EPA;
4. Develop, test, and deploy updates from the list of change requests to the FLIGHT interface periodically, per direction from EPA.
5. Produce monthly reports containing FLIGHT usage statistics; and
6. Further develop mobile website and related mobile GHG data tool (i.e. "app").

Task 6: Incorporate Additional Data Flows into e-GGRT

6.1: Landfill Methane Outreach Program

Under this task, the Contractor shall support development and implementation of the voluntary reporting module within e-GGRT for the Landfill Methane Outreach Program (LMOP) program. EPA anticipates an annual data collection under this program.

Specific tasks include, but are not limited to, the following:

1. Review and modify user and partner registration screens, if needed;
1. Update reporting forms to accommodate new data elements or requirements, or other changes based on feedback from reporters;
2. Update data validation checks;

3. Support EPA in transferring data from e-GGRT and the existing LMOP data tracking system, including import data into e-GGRT from the LMOP reporting system prior to the reporting season and export of data from e-GGRT after the LMOP reporting season (via XLS);
4. Update Amazon S3 or other data access tools to allow EPA to access data reported data, highlighting changes made during the reporting season;
5. Update user help materials, if needed; and
6. Maintain a system for tracking issues, change requests, and their resolution in both the development and production environment.

6.2: Natural Gas STAR Methane Challenge

Under this task, the Contractor shall support development and implementation of the voluntary reporting module within e-GGRT for the Natural Gas Star Methane Challenge (MC) program. EPA anticipates an annual data collection under this program.

Specific tasks include, but are not limited to, the following:

1. Review and modify user and partner registration screens, if needed;
2. Update XLSX reporting forms to accommodate new reporting requirements or partner commitments, including conditional formatting and associated data rules;
3. Provide draft revisions of the partner reporting form for stakeholder comment and subsequently work with EPA to address priority issues;
4. Review GHGRP Subpart W Reporting forms for the relevant reporting year to identify impacts on the crosswalk between Subpart W reporting and MC reporting, update scripts that pre-populate MC forms with Subpart W data, when necessary;
5. Update data parsing scripts, data aggregations, and data validation checks based on changes to the annual reporting forms;
6. Update Amazon S3 or other data access tools to allow EPA to access reported data;
7. Update user help materials, if needed;
8. Maintain a system for tracking issues, change requests, and their resolution in both the development and production environment; and
9. Maintain a system for tracking user help desk requests and their resolution and provide tier 1 and tier 2 support to Methane Challenge users.

Task 7: US GHG Inventory Database Enhancements

Under this task, the Contractor will assist EPA in enhancing and revising the U.S. GHG Inventory database and associated management system.

Specific activities under this task include, but are not limited to, the following list. Each activity should be implemented in consultation and with approval from EPA COR and other relevant key EPA personnel:

1. Review the existing inventory reference data, including use of GHGRP data, and emissions schema and identify areas for enhancement or expansion of the database, consistent with improvements in the inventory (i.e. new categories, gases, etc.);
2. Review data input approach and consider options to streamline import of data into the database, including approach to adding years in time series;
3. Update and expand the database inputs in conformance to requirements approved by EPA and conduct QC for consistency with inventory information;
4. Ensure system architecture provides flexibility to store disaggregated emissions data, activity data, and emission factors within the reference data to support generation of reports for publication and analysis that will include subsets of this data;
5. Develop and maintain (i.e. update) documentation of database and associated management system objectives, design, and specification that include data input forms, database design, final XML schema, and logical database model;
6. Develop, test and expand, as approved by EPA, tools and methods to efficiently export data from the database to assist in the preparation of priority data tables to support production of the annual US GHG Inventory report, including formats/views for existing data publication tools (i.e. Greenhouse Gas Inventory Data Explorer);
7. Develop, test and expand, as approved by EPA, targeted QC tools accessible from the database management system or interface to facilitate review of priority data tables/reports and ensure integrity of tables from underlying data import;
8. Maintain a system for tracking issues, change requests, and their resolution in both the development and production environment;
9. Coordinate with NCC, Envirofacts, Greenhouse Gas Inventory Data Explorer developers/team and other counterparts for system hosting and publication;
10. Provide access for two EPA personnel to any source code repositories for any software tools developed or modified under this task;
11. Provide on-call support for data system related operations issues; and
12. Notify EPA personnel of unplanned outages or issues.

IV. Key Deliverables and Due Date

The following table lists key deliverables and anticipated due dates.

Key Deliverables and Due Dates

Deliverable	Due Date
	Base Year

Draft work plan outlining estimated delivery schedule	Within 2 weeks of Task Order Award
Final work plan and delivery schedule	Within 2 weeks of COR comment.
Task 1: Project Management Environment	Within 2 weeks of Task Order Award
Task 7: Options and recommendations to streamline data import	Per technical direction
Task 7: Updated design document	Per technical direction
Task 7: Draft targeted QC tools	Per technical direction
Task 2: Complete and functional RY2019 e-GGRT, reflecting EPA approved Change Requests deployed to production and available for GHG Reporting.	On or before February 18, 2020
Task 3: Complete and up to date RY2019 Help Content deployed to production and available to public.	On or before February 18, 2020
Task 4: RY2019 iVP ready for final User Acceptance Testing	On or before February 18, 2020
Task 3: Provide live GHG reporting help to eGGRT users	On or before February 18, 2012 through March 31, 2020
Task 7: Draft Export data from Inventory DB to support publication of 2020 U.S. GHG Inventory	On or before March 1, 2020
Task 2: Provide access to new/revised data elements through e-GGRT data access tools	On or before March 31, 2020
Task 4: Training on RY2019 iVP and CT	On or before March 31, 2020
Task 7: Final Export data from Inventory DB to support publication of 2020 U.S. GHG Inventory	On or before April 3, 2020
Task 6: Production version of the Natural Gas STAR Methane Challenge Program reporting module for RY 2019 released for partner reporting	On or before August 1, 2020
Task 5: Extract, transfer and load preliminary RY2019 GHG data into FLIGHT staging environment to support EPA RY2019 data verification efforts.	On or before July 20, 2020
Task 5: Extract, transfer and load preliminary RY2019 GHG data into FLIGHT staging environment in advance of public release. Public release will occur in September – October.	On or before August 12, 2020
Task 4: Draft technical requirements for RY2020 iVP	On or before November 15, 2020
Task 2: RY2020 XML Reporting Schema and Inputs Verifier Schema published	On or before November 30, 2020
Task 7: Final targeted QC tools	Per technical direction

Task 2: RY2020 e-GGRT ready for final User Acceptance Testing	On or before December 1, 2020
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Option Year I

Task 2: Complete and functional RY2020 e-GGRT, reflecting EPA approved Change Requests deployed to production and available for GHG Reporting.	On or before February 15, 2021
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Task 3: Complete and up to date RY2020 Help Content deployed to production and available to public.	On or before February 15, 2021
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Task 4: RY2020 iVP ready for final User Acceptance Testing	On or before February 15, 2021
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Task 3: Provide live GHG reporting help to eGGRT users	On or before February 15, 2021 through March 31, 2021
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Task 7: Draft Export data from Inventory DB to support publication of 2021 U.S. GHG Inventory	On or before March 1, 2021
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Task 2: Provide access to new/revised data elements through e-GGRT data access tools	On or before March 31, 2021
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Task 4: Training on RY2020 iVP and CT	On or before March 31, 2021
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Task 7: Final Export data from Inventory DB to support publication of 2021 U.S. GHG Inventory	On or before April 5, 2021
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Task 5: Extract, transfer and load preliminary RY2020 GHG data into FLIGHT staging environment to support EPA RY2020 data verification efforts.	On or before July 20, 2021
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Task 6: Production version of the Natural Gas STAR Methane Challenge Program reporting module for RY 2020 released for partner reporting	On or before August 1, 2021
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Task 4: Draft technical requirements for RY2021 iVP	On or before November 15, 2021
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Task 2: RY2021 XML Reporting Schema and Inputs Verifier Schema published	On or before November 30, 2021
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Task 7: Final targeted QC tools	Per technical direction
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Task 2: RY2021 e-GGRT ready for final User Acceptance Testing	On or before December 1, 2021
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Option Year II

Task 2: Complete and functional RY2021 e-GGRT, reflecting EPA approved Change Requests deployed to production and available for GHG Reporting.	On or before February 15, 2022
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Task 3: Complete and up to date RY2021 Help Content deployed to production and available to public.	On or before February 15, 2022
Task 4: RY2021 IVP ready for final User Acceptance Testing	On or before February 15, 2022
Task 3: Provide live GHG reporting help to eGGRT users	On or before February 15, 2022 through March 31, 2022
Task 7: Draft Export data from Inventory DB to support publication of 2022 U.S. GHG Inventory	On or before March 1, 2022
Task 2: Provide access to new/revised data elements through e-GGRT data access tools	On or before March 31, 2022
Task 4: Training on RY2021 IVP and CT	On or before March 31, 2022
Task 7: Final Export data from Inventory DB to support publication of 2022 U.S. GHG Inventory	On or before April 5, 2022
Task 5: Extract, transfer and load preliminary RY2021 GHG data into FLIGHT staging environment to support EPA RY2021 data verification efforts.	On or before July 20, 2022
Task 6: Production version of the Natural Gas STAR Methane Challenge Program reporting module for RY 2021 released for partner reporting	On or before August 1, 2022
Task 4: Draft technical requirements for RY2022 IVP	On or before November 15, 2022
Task 2: RY2022 XML Reporting Schema and Inputs Verifier Schema published	On or before November 30, 2022
Task 7: Final targeted QC tools	Per technical direction
Task 2: RY2022 e-GGRT ready for final User Acceptance Testing	On or before December 1, 2022

Option Year III

Task 2: Complete and functional RY2022 e-GGRT, reflecting EPA approved Change Requests deployed to production and available for GHG Reporting.	On or before February 15, 2023
Task 3: Complete and up to date RY2022 Help Content deployed to production and available to public.	On or before February 15, 2023
Task 4: RY2022 IVP ready for final User Acceptance Testing	On or before February 15, 2023
Task 3: Provide live GHG reporting help to eGGRT users	On or before February 15, 2023 through March 31, 2023
Task 7: Draft Export data from Inventory DB to support publication of 2023 U.S. GHG Inventory	On or before March 1, 2023

Task 2: Provide access to new/revised data elements through e-GGRT data access tools	On or before March 31, 2023
Task 4: Training on RY2022 iVP and CT	On or before March 31, 2023
Task 7: Final Export data from Inventory DB to support publication of 2023 U.S. GHG Inventory	On or before April 5, 2023
Task 5: Extract, transfer and load preliminary RY2022 GHG data into FLIGHT staging environment to support EPA RY2022 data verification efforts.	On or before July 20, 2023
Task 6: Production version of the Natural Gas STAR Methane Challenge Program reporting module for RY 2022 released for partner reporting	On or before August 1, 2023
Task 4: Draft technical requirements for RY2023 iVP	On or before November 15, 2023
Task 2: RY2023 XML Reporting Schema and Inputs Verifier Schema published	On or before November 30, 2023
Task 7: Final targeted QC tools	Per technical direction
Task 2: RY2023 e-GGRT ready for final User Acceptance Testing	On or before December 1, 2023

Option Year IV

Task 2: Complete and functional RY2023 e-GGRT, reflecting EPA approved Change Requests deployed to production and available for GHG Reporting.	On or before February 15, 2024
Task 3: Complete and up to date RY2023 Help Content deployed to production and available to public.	On or before February 15, 2024
Task 4: RY2023 iVP ready for final User Acceptance Testing	On or before February 15, 2024
Task 3: Provide live GHG reporting help to eGGRT users	On or before February 15, 2024 through March 31, 2024
Task 7: Draft Export data from Inventory DB to support publication of 2024 U.S. GHG Inventory	On or before March 1, 2024
Task 2: Provide access to new/revised data elements through e-GGRT data access tools	On or before March 31, 2024
Task 4: Training on RY2023 iVP and CT	On or before March 31, 2024
Task 7: Final Export data from Inventory DB to support publication of 2024 U.S. GHG Inventory	On or before April 5, 2024

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Title: Greenhouse Gas Data Systems and Help Desk Support

Type: Time and Materials

Task 5: Extract, transfer and load preliminary RY2023 GHG data into FLIGHT staging environment to support EPA RY2023 data verification efforts. On or before July 20, 2024

Task 6: Production version of the Natural Gas STAR Methane Challenge Program reporting module for RY 2023 released for partner reporting On or before August 1, 2024

Cybersecurity and Protecting Sensitive Information

The tasks which are applicable to this requirement are indicated below:

TASK	TITLE	APPLICABLE
A	Personally Identifiable Information Contract Closeout	X
B	Contractor Return of all EPA-Provided and EPA-Activity-Related Information	X
C	Verified Secure Destruction of All EPA-Provided and EPA-Activity-Related Information	X
D	Contractor Return of all EPA-Owned and Leased Computing and Information Storage Equipment	X
E	Authority to Operate (ATO) Suspension or Revocation	X
F	Security Monitoring and Alerting Requirements	X
G	IT Security and Privacy Awareness Training	X
H	Specialized Information Security Training for Staff with Significant Security Responsibilities	X
I	Federal Reporting Requirements	X
J	Protecting Sensitive Information	X
K	Security Assessment and Authorization (SA&A)	X
L	Contractor System Oversight/Compliance	X
M	Contractor Access to EPA IT Systems	X
N	Individual Notification for Personally Identifiable Information	X
O	Credit Monitoring and Identity Protection	X
P	Compliance with IT Security Policies	X
Q	Secure Technical Implementation	X
R	Internet Protocol Version 6 (IPv6)	X
S	Cloud Service Computing	<input checked="" type="checkbox"/>
T	Contract Performance Information and Testimony	X
U	Rehabilitation Act Section 508 Standards	X
V	Termination for Default - Failure to Report Information Security Incident	X

Task Key:

Contract Type	Required Tasks
IT Hardware	A,B,C,F,G,H,I,J,K,M,P,Q,R,T,U,V
IT Software	A,F,H,I,J,K,L,M,P,Q,R,T,U,V
Green IT	A,B,C,E,F,G,H,I,J,K,M,P,Q,R,U,V
IT Services	A,B,C,D,E,G,H,I,J,L,M,O,P,Q,T,U,V
Data Center Services	A,B,C,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,T,U,V
Cloud Computing	A,B,C,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V
Cyber Security Product and Services	A,B,E,F,G,H,I,J,K,L,M,O,P,Q,R,T,V

The full text of the tasks are described, as follows:

Task A - Personally Identifiable Information Contract Closeout

(a) *Definition.* Personally Identifiable Information (PII) - as defined in OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, PII refers to sensitive information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

(b) *Certification of Sanitization of EPA-provided and EPA-Activity-Related Files and Information (including but not limited to all records, files, and metadata in electronic or hardcopy format).* As part of contract closeout, the Contractor shall submit a *Certification of Sanitization of EPA-provided and EPA-Activity-Related Files and Information* to the Contracting Officer and the Contracting Officer's Representative (COR) following the template provided in Appendix G of National Institute of Standards and Technology (NIST) Special Publication 800-88, *Guidelines for Media Sanitization Revision 1*, which assesses risk associated with Personally Identifiable Information (PII) that was generated, maintained, transmitted, stored or processed by the Contractor. The Senior Agency Official for Privacy (SAOP) shall review the Certification and coordinate with the Contracting Officer and the COR.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task B - Contractor Return of all EPA-Provided and EPA-Activity-Related Information

(a) Within thirty (30) days (or a different time period approved by EPA) of an EPA request, or after the end of the contract performance period, the Contractor must return all originals of all EPA-provided and EPA-Activity-Related Information (including but not limited to all records, files, and metadata in electronic or hardcopy format). The Contractor must return originals obtained while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity. Contractors must return all originals so that they cannot be used for further business by Contractor.

(b) Concurrent with the return of all originals as set forth in paragraph (a), the Contractor must document to the EPA the return of all originals of all EPA-provided and EPA-Activity-Related Information (including but not limited to all records, files, and metadata in electronic or hardcopy format). The Contractor must document originals obtained while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task C - Verified Secure Destruction of All EPA-Provided and EPA-Activity-Related Information

(a) Within 60 days after the end of the contract performance period or a time period approved by EPA, or after the contract is suspended or terminated by EPA for any reason, and after EPA has accepted and

approved the Contractor's return of information, the Contractor must execute secure destruction (either by the Contractor or third-party firm approved in advance by EPA) of all existing active and archived originals and/or copies of all EPA-provided and EPA-activity-related files and information (including but not limited to all records, files, and metadata in electronic or hardcopy format). This information includes but is not limited to information obtained by the Contractor while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity. Destruction Methods shall be by procedures approved by EPA in advance in writing.

(b) Within 75 days after the end of the contract performance period or a time period approved by EPA, or after the contract is suspended or terminated by EPA for any reason, and after EPA has accepted and approved the Contractor's return of information, the Contractor must document to the EPA the secure destruction of all existing active and archived originals and/or copies of all EPA-provided and EPA-activity-related files and information, (including but not limited to all records, files, and metadata in electronic or hardcopy format). This information includes but is not limited to information obtained by the Contractor while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity. Destruction Methods shall be by procedures approved by EPA in advance in writing.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task D - Contractor Return of all EPA-Owned and Leased Computing and Information Storage Equipment

(a) Within 60 days (or a different time period approved by EPA) after the end of the contract performance period, the Contractor must return all EPA-owned and leased computing and information storage equipment to EPA.

(b) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task E - Authority to Operate (ATO) Suspension or Revocation

(a) *Definitions.*

(i) *Authority to Operate (ATO)* - Signed by the Agency chief information officer (CIO) or deputy CIO, ATOs are issued for all information systems that input, store, process, and/or output Government information. In order to be granted an ATO, all federal information systems must be compliant with National Institute of Standard and Technology (NIST) Special Publication (SP) 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*, and FIPS Publication 200, *Minimum Security Requirements for Federal Information and Information Systems*. Contractors whose internal information systems will process Sensitive Information incidental to Agency product or service development must meet requirements for NIST SP 800-171, *Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations*, instead of NIST SP 800-53.

(ii) *Information Security Incident* - an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies. The Contractor must report all known Information Security Incidents if they involve Sensitive Information.

(iii) *Sensitive Information* - As defined in NIST SP 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*, Sensitive Information is any information where the loss, misuse or unauthorized access to, or modification of, could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled under 5 U.S.C. Section 552a (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy. Sensitive Information is subject to stricter handling requirements than non-sensitive information because of the increased risk if the data are compromised. Some categories of Sensitive Information include Financial, Medical or Health, Legal, Strategic and Business, Human Resources, Personally Identifiable Information (PII), and Sensitive PII. These categories of information require appropriate protection as stand-alone information and may require additional protection in aggregate.

(b) In the event of an Information Security Incident, the Government may suspend or revoke an existing ATO (either in part or in whole). If an ATO is suspended or revoked in accordance with this requirement, the Contracting Officer may direct the Contractor to take additional security measures to secure Sensitive Information. These measures may include restricting access to Sensitive Information on the Contractor information technology (IT) system under this contract. Restricting access may include disconnecting the system processing, storing, or transmitting the Sensitive Information from the Internet or other networks or applying additional security controls.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task F - Security Monitoring and Alerting Requirements

(a) All Contractor-operated systems that use or store EPA information must meet or exceed EPA policy requirements pertaining to security monitoring and alerting. All systems are subject to the requirements of existing federal law, policy, regulation and guidance (e.g., Federal Information Security Management Act of 2002). The Contractor must comply with the EPA-used Department of Homeland Security (DHS) Continuous Diagnostics and Mitigation (CDM) policy for security monitoring and alerting, which includes requirements not limited to:

(1) System and Network Visibility and Policy Enforcement at the following levels:

- (i) Edge
- (ii) Server / Host
- (iii) Workstation / Laptop / Client
- (iv) Network
- (v) Application

Task Order No.: 68HERH20F0134

Title: Greenhouse Gas Data Systems and Help Desk Support

Type: Time and Materials

(vi) Database

(vii) Storage

(viii) User

(2) Alerting and Monitoring

(3) System, User, and Data Segmentation

(b) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task G - IT Security and Privacy Awareness Training

(a) The Contractor must ensure that all Contractor personnel complete EPA-provided mandatory security and privacy training prior to gaining access to EPA information systems. Non-compliance may result in denial of system access.

(b) The Contractor must ensure that all Contractor personnel complete security and privacy refresher training on an annual basis. EPA will provide notification and instructions to the Contractor on completing this training.

(c) The Contractor must ensure that each Contractor employee review and sign the *EPA Rules of Behavior* pertaining to appropriate use of EPA information systems prior to gaining access to EPA information systems. The Contractor must also ensure that each Contractor employee reviews these *EPA Rules of Behavior* at least annually. EPA will provide notification to the Contractor when these reviews are required.

(d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task H - Specialized Information Security Training for Staff with Significant Security Responsibilities

(a) The Contractor must ensure that Contractor personnel with significant information security responsibilities complete specialized information security training based on the requirements defined in the EPA role-based training program (*program provided after Contract award*). The objective of the information security role-based training is to develop an EPA information security workforce with a common understanding of the concepts, principles, and applications of information security to ensure the confidentiality, integrity and availability of EPA's information and information systems. The Contractor is required to report training completed to ensure competencies are addressed. The Contractor must ensure employee training hours are satisfied in accordance with EPA Security and Privacy Training Standards (*provided after Contract award*). The Contracting Officer's Representative (COR) will provide additional information for specialized information security training based on the requirements in paragraph (b).

(b) The following role-based requirements are provided:

[Program office adds role-based requirements; otherwise write "none" or "not applicable"]

(c) The Contractor must ensure that all IT and Information Security personnel receive the necessary technical (for example, operating system, network, security management, and system administration) and security training to carry out their duties and maintain certifications.

(d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task I - Federal Reporting Requirements

(a) Contractors operating information systems on behalf of EPA must comply with Federal Information Security Modernization Act (FISMA) 44 USC Section 3541 reporting requirements. Annual and quarterly data collection will be coordinated by EPA. Contractors must provide EPA with the requested information based on the timeframes provided with each request. Contractor systems must comply with monthly data feed requirements as coordinated by EPA. Reporting requirements are determined by the Office of Management and Budget (OMB), and may change for each reporting period. The Contractor will provide the EPA Contracting Officer's Representative (COR) with all information to fully satisfy FISMA reporting requirements for Contractor systems.

(b) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task J - Protecting Sensitive Information

(a) Definitions.

(1) Sensitive Information.

As defined in National Institute of Standards and Technology Special Publication (NIST SP) 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*, Sensitive Information is any information where the loss, misuse or unauthorized access to, or modification of, could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled under 5 U.S.C. Section 552a (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy. Sensitive Information is subject to stricter handling requirements than non-sensitive information because of the increased risk if the data are compromised. Some categories of Sensitive Information include Financial, Medical or Health, Legal, Strategic and Business, Human Resources, Personally Identifiable Information (PII), and Sensitive PII. These categories of information require appropriate protection as stand-alone information and may require additional protection in aggregate.

(2) Personally Identifiable Information (PII).

PII, as defined in OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, refers to sensitive information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment made by the EPA Privacy Officer of the specific risk that an individual can be identified. Non-PII can become PII whenever additional

information that is publicly available — in any medium and from any source — is or can be combined to identify an individual. As an example, PII includes a name and an address because it uniquely identifies an individual, but alone may not constitute Sensitive PII.

(3) Sensitive PII.

Sensitive PII refers to personally identifiable information that can be used to target, harm, or coerce an individual or entity, assume or alter an individual's or entity's identity, or alter the outcome of an individual's or entity's activities. Sensitive PII requires stricter handling than PII because of the increased risk to an individual or associates if the information is compromised. Some categories of Sensitive PII include stand-alone information, such as Social Security numbers (SSN) or biometric identifiers. Other information such as a financial account, date of birth, maiden names, citizenship status, or medical information, in conjunction with the identity of an individual (directly or indirectly inferred), are also considered Sensitive PII. In addition, the context of the information may determine whether it is sensitive, such as a list of employees with poor performance ratings or a list of employees who have filed a grievance or complaint.

(b) Authorization to Use, Store, or Share Sensitive Information.

(1) Through the Contracting Officer, the Contractor must obtain written approval by the Chief Information Officer (CIO) or designee prior to the use or storage of EPA Sensitive Information, or sharing of EPA Sensitive Information by the Contractor with any subcontractor, person, or entity other than the EPA.

(2) The Contractor shall not remove Sensitive Information from approved location(s), electronic device(s), or other storage systems, without prior approval of the CIO or designee obtained through the Contracting Officer.

(c) Information Types. Sensitive Information includes PII, which in turn includes Sensitive PII. Therefore all requirements for Sensitive Information apply to PII and Sensitive PII, and all requirements for PII apply to Sensitive PII.

(d) Information Security Incidents. An *Information Security Incident* is an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies. The Contractor must report all known Information Security Incidents if they involve Sensitive Information.

(1) Information Security Reporting Requirements.

(i) The Contractor must report all Information Security Incidents and Privacy Breaches in accordance with the requirements below, even if it is believed the Incident may be limited, small, or insignificant. An information security report shall not, by itself, be interpreted as evidence that the Contractor has failed to provide adequate information security safeguards for Sensitive Information, or has otherwise failed to meet contract requirements.

(ii) The Contractor must report via email all Information Security Incidents and Privacy Breaches to the EPA Service Helpdesk immediately, but not later than 30 minutes, after becoming aware of the Incident. The Contractor shall email the EPA Service Helpdesk at CSIRC@epa.gov, and shall also email the Contracting Officer and Contracting Officer Representative (COR). If the Contractor fails to report in 30 minutes, specific Government remedies may include termination in accordance with EPA Requirement *Termination*

for Default – Failure to Report Information Security Incident.

(iii) The types of information required in an Information Security Incident and Privacy Breach reports include: Contractor name and point-of-contact (POC) information, Contract number; the type, amount and description of information compromised; and incident details such as location, date, method of compromise, and impact, if known.

(iv) The Contractor shall not include any Sensitive Information in the subject or body of any e-mail. To transmit Sensitive Information, the Contractor shall use Federal Information Processing Standards (FIPS) 140-2 compliant encryption modules to protect Sensitive Information in attachments to email.

(v) If applicable, the Contractor must also provide supplemental information or reports related to a previously reported incident directly to the Contracting Officer, COR and EPA Service Helpdesk at CSIRC@epa.gov. The Contractor shall include any related ticket numbers in the subject line of the email.

(2) Information Security Incident Response Requirements.

(i) All determinations related to Information Security Incidents and Privacy Breaches, including response activities, notifications to affected individuals and related services (e.g., credit monitoring and identity protection) will be made in writing by authorized EPA officials at EPA's discretion and communicated by the Contracting Officer.

(ii) The Contractor must provide full access and cooperation for all activities determined by EPA to be required to ensure an effective Incident Response, including providing all requested images, log files, and event information to facilitate rapid resolution of Information Security Incidents. The Contractor shall maintain the capabilities to: determine what sensitive information was or could have been accessed and by whom, construct a timeline of user activity, determine methods or techniques used to access the information, identify the initial attack vector, and remediate and restore the protection of information. The Contractor is required to preserve all data, records, logs and other evidence that are reasonably necessary to conduct a thorough investigation of the Information Security Incident.

(iii) The Contractor is responsible for performing Incident and Privacy Breach Response activities required by EPA, including but not limited to inspections, investigations, forensic reviews, data analyses and processing by EPA and EPA OIG personnel and others on behalf of EPA. As requested by the Contracting Officer, the Contractor may provide technical support for the Government's final determinations of responsibility activities for the Incident and/or liability activities for any additional Incident Response activities (e.g., possible restitution calculation to affected individuals).

(iv) EPA, at its sole discretion, may obtain the assistance of Federal agencies and/or third-party firms to aid in Incident Response activities.

(v) The Contractor is responsible for all costs and related resource allocations required for all subsequent Incident Response activities determined to be required by EPA.

(e) Contractor Plan for Protection of Sensitive Information. The Contractor is responsible for the proper handling and protection of Sensitive Information to prevent unauthorized disclosure. Upon contract award, the Contractor shall develop and maintain a documentation plan addressing the following minimum requirements regarding the protection and handling of Sensitive Information:

(1) Proper marking, control, storage and handling of Sensitive Information residing on electronic media,

including computers and removable media, and on paper documents.

(2) Proper control and storage of mobile technology, portable data storage devices, and communication devices.

(3) Proper use of Federal Information Processing Standards (FIPS) 140-2 compliant encryption modules to protect Sensitive Information while at rest and in transit throughout EPA, Contractor, and/or subcontractor networks, and on host and client platforms.

(4) Proper use of FIPS 140-2 compliant encryption modules to protect Sensitive Information in email attachments, including policy that passwords must not be communicated in the same email as the attachment.

(5) Information Security Incidents. The Contractor shall report to the Government any security incident involving Personally Identifiable Information (PII) of which it becomes aware.

(6) Contractor Access to EPA IT Systems. The Contractor shall configure their network to support access to government systems (e.g., configure ports and protocols for access).

(a) Requirement for Business to Government (B2G) network connectivity. The Contractor will connect to the B2G gateway via a Contractor-procured Internet Service Provider (ISP) connection, and assume all responsibilities for establishing and maintaining their connectivity to the B2G gateway. This will include acquiring and maintaining the circuit to the B2G gateway, and acquiring a FIPS-140-2 Virtual Private Network (VPN)/Firewall device compatible with the Agency's VPN device. Maintenance and repair of contractor procured VPN equipment shall be the responsibility of the Contractor.

(b) Dial-Up ISP Connections are not acceptable.

(c) The Contractor must comply with the Agency's Guidance regarding allowable ports, protocols and risk mitigation strategies (e.g. File Transfer Protocol or Telnet).

(7) IT Security and Privacy Awareness Training. The Contractor must ensure annual security education, training, and awareness programs are conducted for their employees performing under the subject contract that addresses, at a minimum, physical security, acceptable use policies, malicious content and logic, and non-standard threats such as social engineering for their employees. The Contractor must also ensure employees performing under the subject contract receive the Agency's initial and annual information security awareness training.

(8) The Contractor must not conduct default installations of "out of the box" configurations of Commercially Off the Shelf (COTS) purchased products. The contractor shall configure COTS products in accordance with EPA, NIST, Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) or Center for Internet Security (CIS) standards. Standards are listed in order of precedence for use. If standards do not exist from one of these sources, the contractor shall coordinate with EPA to develop a configuration.

(f) *Subcontract flowdown.* The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task K - Security Assessment and Authorization (SA&A)

(a) The Contractor is required to undergo Security Assessment and Authorization (SA&A); i.e., the process by which a federal agency examines its information technology infrastructure and develops supporting evidence necessary for security assurance accreditation, prior to using information systems to access and/or store Government information, potentially including Sensitive Information. The Contractor's facilities must also meet the security requirements for "moderate confidentiality impact" as defined by the Federal Information Processing Standards (FIPS) 199 publication *Standards for Security Categorization of Federal Information and Information Systems*.

(b) For all information systems that will input, store, process, and/or output Government information, the contractor shall obtain an Authorization to Operate (ATO) signed by the Chief Information Officer (CIO) from the Contracting Officer (working with the Contracting Officer's Representative (COR)) before using EPA information in the system. The contractor may be able to obtain an Authorization to Test from the SIO for the office obtaining services that will allow use of EPA information in certain circumstances to facilitate system development or implementation. Before a federal information system can be granted an ATO, it must be compliant with National Institute of Standard and Technology (NIST) SP 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*, and FIPS Publication 200, *Minimum Security Requirements for Federal Information and Information Systems*. Contractors whose internal information systems will process Sensitive Information incidental to Agency product or service development must meet requirements for NIST SP 800-171, *Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations* (instead of NIST SP 800-53) in order to be granted an ATO.

(c) FIPS 199 moderate confidentiality impact must be utilized for Contractor information technology (IT) systems and security control baseline requirements.

(d) Prior to Agency SA&A activities, the COR must complete a Privacy Threshold Analysis (PTA) for all IT systems. Then the COR must provide the completed PTA to the EPA Privacy Officer for a determination of whether a Privacy Impact Assessment (PIA) is required. If a determination is made that a PIA is required, it will be completed by EPA in accordance with EPA PIA Template instructions.

(e) The Contractor is responsible for preparing SA&A documentation with the use of EPA tools and security documentation templates including System Security Plan, Security Assessment Report, Contingency Plan, and Incident Response Plan. The Contractor must follow federally mandated SA&A and Risk Management Framework (RMF) processes throughout the IT system lifecycle process to ensure proper oversight by EPA. RMF modifies the traditional Certification and Accreditation process and integrates information security and risk management activities into the system development life cycle.

(f) The Contractor must submit SA&A documentation as defined in paragraph (e) to the COR at least 60 days before the ATO expiration date.

(g) The Contractor shall fix or mitigate system or security vulnerabilities within a time frame commensurate with the level of risk (as identified by the EPA and Contractor) they present:

- High Risk = 2 business days from vulnerability notification from contractor
- Moderate Risk = 7 business days from vulnerability notification from contractor
- Low Risk = 30 business days from vulnerability notification from contractor

(h) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task L - Contractor System Oversight/Compliance

(a) Pursuant to National Institute of Standards and Technology Special Publication (NIST SP) 800-53 Rev 4, the EPA and GAO have the authority to conduct site reviews for compliance validation and will conduct security reviews on a periodic and event-driven basis for the life of the contract. Full cooperation by the Contractor is required for audits and forensics.

(b) The Contractor shall provide EPA access to the Contractor's facilities, installations, operations, documentation, databases, information technology (IT) systems and devices, and personnel used in performance of the contract, regardless of the location. The Contractor shall provide access to the extent required, in EPA's judgment, to conduct an inspection, evaluation, investigation or audit, including vulnerability testing to safeguard against threats and hazards to the integrity, availability and confidentiality of agency data or to the function of information technology systems operated on behalf of agency, and to preserve evidence of information security incidents. This information shall be available to the EPA upon request.

(c) All Contractor systems used in the performance of the contract must comply with Information Security Continuous Monitoring (ISCM) and Reporting as identified in OMB Memorandum M-14-03, Enhancing the Security of Federal Information and Information Systems. In addition, EPA reserves the right to perform ISCM and IT security scanning of Contractor systems with tools and infrastructure of EPA's choosing.

(d) All Contractor systems used in the performance of the contract must perform monthly vulnerability scanning as defined by EPA IT and Security Policy, and the Contractor must provide scanning reports to the Contracting Officer, who will forward them to the EPA CIO or designee on a monthly basis.

(e) All Contractor systems used in the performance of the contract must participate in the implementation of automated security controls testing mechanisms and provide automated test results in Security Compliant Automation Protocol (SCAP) compliant data to the Contracting Officer, who will forward to the EPA CIO or designee on a monthly basis.

(f) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task M - Contractor Access to EPA IT Systems

(a) Immediately following contract award, the Contractor shall provide to the Contracting Officer's Representative (COR) a complete list of Contractor employee names that require access to EPA information systems.

(b) The Contractor shall provide a Contractor employee change report by the fifth day of each month after contract award to the COR. The report shall contain the listing of all Contractor employees who separated or were hired under the contract in the past 60 days. This report shall be submitted even if no separations or hires have occurred during this period. Failure to submit a Contractor employee change report may, at the Government's discretion, result in the suspension of all network accounts associated with this contract. The format for this report will be provided by the COR.

(c) (1) The Contractor shall require each of its employees who will need system access for six months or less to utilize a Personal Identity Verification-Interoperable (PIV-I) card or equivalent, as determined by EPA, in order to access EPA information technology (IT) systems and Sensitive Information. The Contractor shall

ensure that its employees will not share accounts to access EPA IT systems and Sensitive Information.

(2) The Contractor shall require each of its employees who will need system access for more than six months to utilize an HSPD-12 compliant Personal Identity Verification (PIV) card, such as the EPA EPASS card, in order to access EPA IT systems and Sensitive Information. The Contractor shall ensure that its employees complete a federal government-initiated background investigation as part of the PIV issuance process. The Contractor shall ensure that its employees will not share accounts to access EPA IT systems and Sensitive Information.

(d) EPA, at its discretion, may suspend or terminate Contractor access to any systems, information/data, and/or facilities when an Information Security Incident or other electronic access violation, use or misuse issue warrants such action. The suspension or termination shall last until EPA determines that the situation has been corrected or no longer exists. Upon request by EPA, the Contractor shall immediately return all EPA information/data, as well as any media type that houses or stores Government information.

(e) The Contractor shall notify the COR at least five days prior to a Contractor employee being removed from a contract (notification shall be at least 15 days for key personnel in accordance with requirement 1552.237-72, *Key Personnel*). For unplanned terminations or removals of Contractor employees from the Contractor organization that occur with less than five days notice, the Contractor shall notify the COR immediately. The Contractor shall ensure that HSPD-12/PIV cards issued to a Contractor's employee shall be returned to the COR prior to the employee's departure.

(f) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task N - Individual Notification for Personally Identifiable Information

(a) Definitions.

(1) *Information Security Incident* is an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

(2) *Personally Identifiable Information (PII)*, as defined in OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, refers to sensitive information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment made by the EPA Privacy Officer of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information that is publicly available — in any medium and from any source — is or can be combined to identify an individual. As an example, PII includes a name and an address because it uniquely identifies an individual, but alone may not constitute Sensitive PII.

(3) *Sensitive PII* refers to personally identifiable information that can be used to target, harm, or coerce an individual or entity, assume or alter an individual's or entity's identity, or alter the outcome of an individual's or entity's activities. Sensitive PII requires stricter handling than PII because of the increased risk to an individual or associates if the information is compromised. Some categories of Sensitive PII include stand-alone information, such as Social Security numbers (SSN) or biometric identifiers. Other

information such as a financial account, date of birth, maiden names, citizenship status, or medical information, in conjunction with the identity of an individual (directly or indirectly inferred), are also considered Sensitive PII. In addition, the context of the information may determine whether it is sensitive, such as a list of employees with poor performance ratings or a list of employees who have filed a grievance or complaint.

(b) The Contractor shall have in place procedures and the capability to notify any individual whose Personally Identifiable Information (PII) resided in the Contractor information technology (IT) system at the time of an Information Security Incident not later than five business days after being directed by the Contracting Officer to notify individuals, unless otherwise approved by the Contracting Officer. The procedures must be approved by the EPA prior to use. The method and content of any notification by the Contractor shall be coordinated with, and subject to prior written approval, by the Contracting Officer in consultation with authorized EPA officials at EPA's discretion. The Contractor shall not proceed with notification unless the Contracting Officer has determined in writing that notification is appropriate.

(c) Subject to Government analysis of the incident and the terms of its instructions to the Contractor regarding any resulting notification, the notification method may consist of letters to affected individuals sent by first class mail, electronic means, or general public notice, as approved by the Government. Notification may require the Contractor's use of address verification and/or address location services. At a minimum, the notification shall include:

- (1) A brief description of the incident;
- (2) A description of the types of PII and Sensitive PII involved;
- (3) A statement as to whether the PII or Sensitive PII was encrypted or protected by other means;
- (4) Steps individuals may take to protect themselves;
- (5) What the Contractor and/or the Government are doing to investigate the incident, to mitigate the incident, and to protect against any future incidents; and
- (6) Information identifying who individuals may contact for additional information, including Contractor name and point of contact (POC) and contract number.

(d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task O - Credit Monitoring and Identity Protection

(a) Definitions.

(1) *Information Security Incident* is an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

(2) *Personally Identifiable Information (PII)*, as defined in OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, refers to sensitive information that can be used to distinguish or trace an individual's identity, either alone or when combined with other

personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment made by the EPA Privacy Officer of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information that is publicly available — in any medium and from any source — is or can be combined to identify an individual. As an example, PII includes a name and an address because it uniquely identifies an individual, but alone may not constitute Sensitive PII.

(3) *Sensitive PII* refers to personally identifiable information that can be used to target, harm, or coerce an individual or entity, assume or alter an individual's or entity's identity, or alter the outcome of an individual's or entity's activities. Sensitive PII requires stricter handling than PII because of the increased risk to an individual or associates if the information is compromised. Some categories of Sensitive PII include stand-alone information, such as Social Security numbers (SSN) or biometric identifiers. Other information such as a financial account, date of birth, maiden names, citizenship status, or medical information, in conjunction with the identity of an individual (directly or indirectly inferred), are also considered Sensitive PII. In addition, the context of the information may determine whether it is sensitive, such as a list of employees with poor performance ratings or a list of employees who have filed a grievance or complaint.

(b) *Credit Monitoring Requirements.* In the event that an Information Security Incident involves PII or Sensitive PII, the Contractor may be required to do the following tasks as directed by the Contracting Officer:

(1) Provide notification to affected individuals as described in the "Individual Notification for Personally Identifiable Information" requirement;

(2) Provide credit monitoring and identity protection services to individuals whose data was under the control of the Contractor or resided in the Contractor information technology (IT) system at the time of the Information Security Incident for a period beginning the date of the Incident and extending not less than 18 months from the date the individual is notified; and/or

(3) Use a dedicated call center; or establish one if necessary and as authorized in writing by the Contracting Officer. Call center services provided by the Contractor shall include:

(i) A dedicated telephone number for affected individuals to contact customer service within a fixed time period as determined by the Contracting Officer;

(ii) Information necessary for affected individuals to access credit reports and credit scores;

(iii) Weekly reports submitted to the Contracting Officer's Representative (COR) on call center volume, issue escalation (i.e., those calls that cannot be handled by call center staff and must be resolved by call center management or EPA, as appropriate), and other key metrics;

(iv) Escalation of calls that cannot be handled by call center staff to call center management or EPA for resolution, as appropriate;

(v) Preparation of customized frequently-asked-questions-and-answers (FAQs), in consultation as applicable with other parties like subject matter experts and CORs, and that must be approved in advance in writing by the Contracting Officer; and

(vi) Information for affected individuals to contact customer service representatives and fraud resolution

representatives for credit monitoring and identity protection assistance.

(c) *Credit monitoring and identity protection services.* At a minimum, the Contractor shall provide the following credit monitoring and identity protection services:

- (1) Triple credit bureau monitoring with Equifax, Experian and Transunion;
- (2) Daily customer service;
- (3) Alerts provided to the individual for changes in credit posture and fraud; and/or
- (4) Assistance to the individual with enrollment in the services and the use of fraud alerts.

(d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task P - Compliance with IT Security Policies

(a) Information systems and system services provided to EPA by the Contractor must comply with current EPA information technology (IT), IT security, physical and personnel security and privacy policies and guidance, and EPA Acquisition Regulation 1552.211-79, *Compliance with EPA Policies for Information Resources Management*.

(b) Contractors are also required to comply with current Federal regulations and guidance found in the Federal Information Security Modernization Act (FISMA) of 2014, Privacy Act of 1974, E-Government Act of 2002, Federal Information Processing Standards (FIPS), the 500- and SP500- and 800-Series Special Publications (SP), Office of Management and Budget (OMB) memoranda and other relevant Federal laws and regulations that are applicable to EPA.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task Q - Secure Technical Implementation

(a) The Contractor shall use applications that are fully functional and operate correctly as intended on systems using the United States Government Configuration Baseline (USGCB).

(b) The Contractor's standard installation, operation, maintenance, updates, and/or patching of software must not alter the configuration settings from the approved USGCB configuration.

(c) Contractor applications designed for normal/regular, i.e., non-privileged end users must run in the standard user context without elevated system administration privileges.

(d) The Contractor shall apply due diligence at all times to ensure that Federal Information Processing Standard (FIPS) 199 "moderate confidentiality impact" security is always in place to protect EPA systems and information.

(e) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions

which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task R - Internet Protocol Version 6 (IPv6)

(a) In accordance with EPA technical standards, all system hardware, software, firmware, and/or networked component or service (voice, video, or data) utilized, developed, procured, acquired or delivered in support and/or performance of this contract shall be capable of transmitting, receiving, processing, forwarding, and/or storing digital information across system boundaries utilizing system packets that are formatted in accordance with commercial standards of Internet Protocol version 6 (IPv6) as set forth in the USGv6 Profile (NIST Special Publication 500-267) and corresponding declarations of conformance defined in the USGv6 Test Program. In addition, devices and systems shall maintain interoperability with IPv4 products.

(b) Any IP product or system utilized, developed, acquired, produced or delivered must interoperate with both IPv6 and IPv4 systems and products, in an equivalent or better way than current IPv4 capabilities with regard to functionality, performance, management and security; and have available contractor/vendor IPv6 technical support for development and implementation and fielded product management.

(c) As IPv6 evolves, the Contractor shall upgrade or provide an appropriate migration path for each item developed, delivered or utilized, at no additional cost to the Government. The Contractor shall retrofit all non-IPv6 capable equipment, as defined above, which is fielded under this contract with IPv6 capable equipment, at no additional cost to the Government.

(d) The Contractor shall provide technical support for both IPv4 and IPv6.

(e) All Contractor-provided system or software must be able to operate on networks supporting IPv4, IPv6, or one supporting both.

(f) Any product whose non-compliance is discovered and made known to the Contractor within one year after acceptance shall be upgraded, modified, or replaced to bring it into compliance, at no additional cost to the Government.

(g) EPA reserves the right to require the Contractor's products to be tested within an EPA or third-party test facility to demonstrate contract compliance.

(h) In accordance with FAR 11.002(g), this acquisition must comply with the National Institute of Standards and Technology (NIST) US Government (USG) v6 Profile and IPv6 Test Program. The Contractor shall fund and provide resources necessary to support these testing requirements, and it will not be paid for as a direct cost under the subject contract.

(i) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task S - Cloud Service Computing

(a) The Contractor handling EPA information or operating information systems on behalf of EPA must protect EPA information and information systems against unauthorized access, use, disclosure, disruption, modification, or destruction per the Federal Information Security Modernization Act (FISMA) and EPA policy.

(b) EPA information stored in a cloud environment remains the property of EPA, and not the Contractor or cloud service provider (CSP). The Contractor may also be the CSP. EPA retains ownership of the information and any media type that stores Government information.

(c) In the event the Contractor is the CSP or can control the CSP through a subcontracting or other business relationship then the following requirements will apply:

(1) The CSP does not have rights to use the EPA information for any purposes other than those explicitly stated in the contract or applicable "Rights in Data" contract requirements.

(2) The CSP must protect EPA information from all unauthorized access.

(3) The CSP must allow EPA access to EPA information including data schemas, metadata, and other associated data artifacts that are required to ensure EPA can fully and appropriately retrieve EPA information from the cloud environment that can be stored, read, and processed.

(4) The CSP must have been evaluated by a Third Party Assessment Organization (3PAO) certified under the Federal Risk and Authorization Management Program (FedRAMP). The Contractor must provide the most current, and any subsequent, Security Assessment Reports to the Contracting Officer's Representative (COR) for consideration by the Information Security Officer (ISO) as part of the Contractor's overall Systems Security Plan.

(5) The Contractor must require the CSP to follow cloud computing contract best practices identified in "Creating Effective Cloud Computing Contracts for the Federal Government" produced by the Federal Chief Information Officer (CIO) Council and Federal Chief Acquisition Officers Council.

(d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task T - Contract Performance Information and Testimony

(a) Dissemination of Contract Performance Information. The Contractor must not publish, permit to be published, or distribute to the public, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract, without the prior written consent of the Contracting Officer. A copy of any material proposed to be published or distributed must be submitted to the Contracting Officer for written approval prior to publication.

(b) Contractor Testimony. All requests for the testimony of the Contractor or its employees, and any intention to testify as an expert witness relating to: (a) any work required by, and or performed under, this contract; or (b) any information provided by any party to assist the Contractor in the performance of this contract, must be immediately reported to the Contracting Officer.

(c) Subcontract flowdown. The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task U - Rehabilitation Act Section 508 Standards

(a) All electronic and information technology (EIT) procured through this contract must meet the applicable accessibility standards at 36 CFR 1194, unless a FAR 39.204 exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.access-board.gov/sec508/508standards.htm>.

(b) The following standards are determined to be applicable to this contract:

- (1) 1194.21. Software applications and operating systems
- (2) 1194.22. Web-based intranet and Internet information and applications
- (3) 1194.23 Telecommunications products
- (4) 1194.24 Video and multimedia products
- (5) 1194.25 Self-contained, closed products
- (6) 1194.26 Desktop and portable computers
- (7) 1194.31 Functional performance criteria
- (8) 1194.41 Information, documentation, and support

(c) EPA is required by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), to offer access to electronic and information technology for disabled individuals within its employment, and for disabled members of the public seeking information and services. This access must be comparable to that which is offered to similar individuals who do not have disabilities. Standards for complying with this law and any future updates are prescribed by the Architectural and Transportation Barriers Compliance Board ("The Access Board").

(d) Contractor deliverable(s) must comply with these standards.

(e) The final work product must include documentation that demonstrates or provides assurance that the deliverable conforms to the Section 508 Standards promulgated by the Access Board.

(f) In the event of a dispute between the Contractor and EPA, EPA's assessment of the Section 508 compliance will control and the Contractor will make any additional changes needed to conform with EPA's assessment, at no additional charge to EPA.

(g) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task V - Termination for Default - Failure to Report Information Security Incident

(a) Definition. *Information Security Incident* is an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

(b) If the Contractor was aware of an Information Security Incident and did not disclose it in accordance with the requirements specified in this contract or misrepresented relevant information to the Contracting Officer,

the Government may terminate the contract for default, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

2. PERIOD OF PERFORMANCE

The Base Period for this Task Order is from January 31, 2020 – January 30, 2021. Option Periods are for 12 months in duration, as follows:

Option Period 1	January 31, 2021 – January 30, 2022
Option Period 2	January 31, 2022 – January 30, 2023
Option Period 3	January 31, 2023 – January 30, 2024
Option Period 4	January 31, 2024 – January 30, 2025

3. TASK ORDER PRICING

This is a time and materials Task Order with a total limitation of Government liability equal to the current funding amount obligated for the respective severable Contract Line Item Numbers (CLINs) within the active period of performance.

The total not to exceed amount for this Task Order is **\$22,501,691.15** inclusive of all CLINs for the individual period of performance of the Task Order set forth below:

Task Order Period of Performance	Applicable Task Order CLIN	Effective Period of Performance	Not-To-Exceed Amount
Base Period	0013S	January 31, 2020 – January 30, 2021	(b)(4)
Base Period	0013SO	January 31, 2020 – January 30, 2021	
Option Period 1	0023S	January 31, 2021 – January 30, 2022	
Option Period 1	0023SO	January 31, 2021 – January 30, 2022	
Option Period 2	0033S	January 31, 2022 – January 30, 2023	
Option Period 2	0033SO	January 31, 2022 – January 30, 2023	
Option Period 3	0043S	January 31, 2023 – January 30, 2024	
Option Period 3	0043SO	January 31, 2023 – January 30, 2024	
Option Period 4	0053S	January 31, 2024 – January 30, 2025	

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Option Period 4	0053O	January 31, 2024 – January 30, 2025	(b)(4)
Total Task Order			\$22,501,691.15

*NOTE – S refers to Severable Services CLIN

O refers to ODC CLIN

4. CONTRACT CLIN MAPPING

The CLINS under this Task Order are issued against the Contract CLINS, as follows:

Task Order CLIN	Task Order CLIN Title	Contract CLIN No.	Contract CLIN Title
0013S	BASE PERIOD: Greenhouse Gas Data Systems and Help Desk Support	0001	Base Period
0013SO	BASE PERIOD: Greenhouse Gas Data Systems and Help Desk Support (ODCs)	0001	Base Period
0023S	OPTION PERIOD 1: Greenhouse Gas Data Systems and Help Desk Support Mixed Financials and Administrative Systems	0002	Option Period 1
0023SO	OPTION PERIOD 1: Greenhouse Gas Data Systems and Help Desk Support	0002	Option Period 1
0033S	OPTION PERIOD 2: Greenhouse Gas Data Systems and Help Desk Support	0003	Option Period 2
0033SO	OPTION PERIOD 2: Greenhouse Gas Data Systems and Help Desk Support	0003	Option Period 2
0043S	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support	0004	Option Period 3
0043SO	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support	0004	Option Period 3
0053S	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support	0005	Option Period 4
0053SO	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support	0005	Option Period 4

5. MAXIMUM QUANTITY OF HOURS

The maximum number of hours that may be ordered by contract line item number (CLIN) (i.e. performance period) under the Task Order is provided below:

Task Order CLIN	Task Order CLIN Title	Maximum No. of Labor Hours
0013S	BASE PERIOD: Greenhouse Gas Data Systems and Help Desk Support	(b)(4)

Task Order No.: 68HERH20F0134
Title: Greenhouse Gas Data Systems and Help Desk Support
Type: Time and Materials

0013SO	BASED PERIOD: Greenhouse Gas Data Systems and Help Desk Support (ODCs)	
0023S	OPTION PERIOD 1: Greenhouse Gas Data Systems and Help Desk Support	(b)(4)
0023SO	OPTION PERIOD 1: Greenhouse Gas Data Systems and Help Desk Support (ODCs)	
0033S	OPTION PERIOD 2: Greenhouse Gas Data Systems and Help Desk Support	
0033SO	OPTION PERIOD 2: Greenhouse Gas Data Systems and Help Desk Support (ODCs)	
0043S	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support	
0043SO	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support (ODCs)	
0053S	OPTION PERIOD 4: Greenhouse Gas Data Systems and Help Desk Support	
O053SO	OPTION PERIOD 4: Greenhouse Gas Data Systems and Help Desk Support (ODCs)	
Grand Total Labor Hours		

6. ORDERING AND AUTHORIZING WORK

Work is ordered under this Task Order in accordance with Attachment 4, Placing Task Orders, to the contract. Work may be authorized via the issuance of technical direction in accordance with EPAAR 1552.237-71 Technical Direction (AUG 2009) up to the funded amount of the fixed price of the effective Task Order CLIN.

7. FIXED RATES FOR SERVICES

The following fixed rates shall apply for labor authorized and delivered under this Task Order:

Original Labor Categories and Rates

Labor Category	Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)

(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
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8. OTHER DIRECT COSTS

Other Direct Costs (ODCs) which are Software licenses/renewals, and Amazon Web Services (Cloud) are authorized for this Task Order and are included in the appropriate CLIN for each effective period of performance of this Task Order, as set forth below:

Task Order Period of Performance	Effective Period of Performance	Not-To-Exceed Amount
Base Period	January 31, 2020 – January 30, 2021	(b)(4)

Task Order No.: 68HERH20F0134

Title: Greenhouse Gas Data Systems and Help Desk Support

Type: Time and Materials

Option Period 1	January 31, 2021 – January 30, 2022	(b)(4)
Option Period 2	January 31, 2022 – January 30, 2023	
Option Period 3	January 31, 2023 – January 30, 2024	
Option Period 4	January 31, 2024 – January 30, 2025	
TOTAL NOT TO EXCEED		

9. TRAVEL

There will be travel under this task order on an as needed basis.

10. GOVERNMENT-FURNISHED RESOURCES

There is no Government-furnished information and/or data is provided for this Task Order.

11. GOVERNMENT-FURNISHED PROPERTY

There is no Government-Furnished equipment/property is provided for this Task Order.

II. TASK ORDER CLAUSES

All clauses contained in the contract apply to this Task Order, as appropriate, unless indicated otherwise herein. In addition, the following clauses outline the specific terms and conditions that are applicable to this Task Order:

1. FEDERAL ACQUISITION REGULATION (FAR)**FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days before the contract's expiration date.

FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this Task Order by written notice to the Contractor within 60 days before the period of performance expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the Task Order expires. The preliminary notice does not commit the Government to an extension

Task Order No.: 68HERH20F0134

Title: Greenhouse Gas Data Systems and Help Desk Support

Type: Time and Materials

(b) If the Government exercises this option, the extended Task Order shall be considered to include this option clause.

(c) The total duration of this Task Order, including the exercise of any options under this clause, shall not exceed **60** months.

2. ENVIRONMENTAL PROTECTION AGENCY ACQUISITION REGULATION (EPAAR)

None

3. LOCAL AND CUSTOM CLAUSES

Local Clause EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. The following contract line items are severable and may be incrementally funded:

CLIN No.	Description
0013S	BASE PERIOD: Greenhouse Gas Data Systems and Help Desk Support
0023S	OPTION PERIOD 1: Greenhouse Gas Data Systems and Help Desk Support
0033S	OPTION PERIOD 2: Greenhouse Gas Data Systems and Help Desk Support
0043S	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support
0053S	OPTION PERIOD 4: Greenhouse Gas Data Systems and Help Desk Support

For these items, the obligated amount indicated below of the total price is presently available for payment and allotted to this Task Order for the following contract line items:

CLIN No.	Description	Price	Obligated Amount
0013S	BASE PERIOD: Greenhouse Gas Data Systems and Help Desk Support	(b)(4)	(b)(4)
0023S	OPTION PERIOD 1: Greenhouse Gas Data Systems and Help Desk Support		
0033S	OPTION PERIOD 2: Greenhouse Gas Data Systems and Help Desk Support		
0043S	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support		
0053S	OPTION PERIOD 4: Greenhouse Gas Data Systems and Help Desk Support		

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of

those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 30 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this Task Order in accordance with the following schedule:

BASE PERIOD

CLIN No.	013S
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Task Order No.: 68HERH20F0134

Title: Greenhouse Gas Data Systems and Help Desk Support

Type: Time and Materials

CLIN Description:	BASE PERIOD: Greenhouse Gas Data Systems and Help Desk Support		
Effective Period of Performance:	January 31, 2020 – January 30, 2021		
	Prior Amount	This Action	New Amount
Not-To-Exceed Amount	\$0.00	(b)(4)	(b)(4)
Funded Amount	\$0.00		
Amount to Fully Fund	\$0.00		
No. of Months Funded at Severable Monthly Price (Max. of 12)	0	8	8

OPTION PERIOD 1

CLIN No.	023S		
CLIN Description:	OPTION PERIOD 1: Greenhouse Gas Data Systems and Help Desk Support		
Effective Period of Performance:	January 31, 2021 – January 30, 2022		
	Prior Amount	This Action	New Amount
Fixed Price	\$0.00	\$0.00	\$0.00
Funded Amount	\$0.00	\$0.00	\$0.00
Amount to Fully Fund Fixed Price	\$0.00	\$0.00	\$0.00
No. of Months Funded at Severable Monthly Price (Max. of 12)	0	0	0

OPTION PERIOD 2

CLIN No.	033S		
CLIN Description:	OPTION PERIOD 2: Greenhouse Gas Data Systems and Help Desk Support		
Effective Period of Performance:	January 31, 2022 – January 30, 2023		
	Prior Amount	This Action	New Amount
Fixed Price	\$0.00	\$0.00	\$0.00
Funded Amount	\$0.00	\$0.00	\$0.00
Amount to Fully Fund Fixed Price	\$0.00	\$0.00	\$0.00
No. of Months Funded at Severable	0	0	0

Task Order No.: 68HERH20F0134

Title: Greenhouse Gas Data Systems and Help Desk Support

Type: Time and Materials

Monthly Price (Max. of 12)			
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OPTION PERIOD 3

CLIN No.	043S		
CLIN Description:	OPTION PERIOD 3: Greenhouse Gas Data Systems and Help Desk Support		
Effective Period of Performance:	January 31, 2023 – January 30, 2024		
	Prior Amount	This Action	New Amount
Fixed Price	\$0.00	\$0.00	\$0.00
Funded Amount	\$0.00	\$0.00	\$0.00
Amount to Fully Fund Fixed Price	\$0.00	\$0.00	\$0.00
No. of Months Funded at Severable Monthly Price (Max. of 12)	0	0	0

OPTION PERIOD 4

CLIN No.	053S		
CLIN Description:	OPTION PERIOD 4: Greenhouse Gas Data Systems and Help Desk Support		
Effective Period of Performance:	January 31, 2024 – January 30, 2025		
	Prior Amount	This Action	New Amount
Fixed Price	\$0.00	\$0.00	\$0.00
Funded Amount	\$0.00	\$0.00	\$0.00
Amount to Fully Fund Fixed Price	\$0.00	\$0.00	\$0.00
No. of Months Funded at Severable Monthly Price (Max. of 12)	0	0	0

LOCAL CLAUSES EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**Administrative Contracting Officer:**

Tanya Latson

Office: (202) 564-1651

Email: latson.tanya@epa.gov

Contract Specialist:

None

Task Order No.: 68HERH20F0134

Title: Greenhouse Gas Data Systems and Help Desk Support

Type: Time and Materials

Task Order Contracting Officer Representative (TOCOR):

Jennifer Bohman

Office: 202- 343-9548

Email:Bohman.Jennifer@epa.gov

Alternate Task Order Contracting Officer Representative (ATOCOR):

Kong Chiu

Office: 202-343-9309

Email:Chiu.Kong@epa.gov

The TOCOR and alternate TOCOR named above is/are the primary representative of the Contracting Officer. As such, the TOCOR and/or Alternate TOCOR(s) shall: (1) only provide information of a general nature necessary in performance of this Task Order, (2) be responsible for inspection and acceptance of the services for the certification of the invoices, (3) NOT issue any technical direction which changes or modifies the scope of work or alters the period of performance.